

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARZ-T (640-10e)

1 January 2001

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO
RICO, THE VIRGIN ISLANDS, GUAM AND THE COMMANDING
GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: (All States Log Number I01-0007) Title 10 ARNG Active Guard Reserve (AGR) Tour
Announcements Application Procedures

1. Reference: Army Regulation (AR) 135-18, The Active Guard Reserve (AGR) Program, 19
June 1996.

2. The Chief, National Guard Bureau is seeking applications of qualified Army National Guard
(ARNG) soldiers to serve in the ARNG Title 10 AGR Program. This memorandum provides
administrative requirements for application into the ARNG Title 10 AGR program for Calendar
Year 2001.

3. The objective of the ARNG Title 10 AGR program is to provide highly qualified ARNG
soldiers to meet the support needs for the ARNG. Title 10 AGR soldiers actively participate in
the formulation, coordination, and administration of policies, plans, programs, and regulations
pertaining to the ARNG. Given this, extensive knowledge and experience of the ARNG is
required. Soldiers ordered to Active Duty in the Title 10 AGR program serve under the authority
of the applicable section of Title 10 United States Code.

4. The final approval authority for entrance in the Title 10 AGR program is the Chief, National
Guard Bureau. Accession Boards are conducted periodically to review applications and make
recommendations to the leadership. The accession board will consider only complete
applications.

5. Application procedures.

a. Applicants must meet the entrance level requirements outlined in Table 2-1, AR 135-18:
Qualifications for Entry in the AGR program. Of special interest:

(1) Physical examination requirements for all soldiers (except current Title 32 AGR
soldiers), Standards of Medical Fitness (AR 40-501), Chapter 2 (entrance level) physical at an

NGB-ARZ-T

SUBJECT: (All States Log Number I01-0007) Title 10 Active Guard Reserve (AGR) Tour Announcements Application Procedures

active component military medical facility or MEPS is required within two years. If older than twelve months, a current Annual Medical Certificate (AMC) is required (appendix B).

(2) For Title 32 ARNG AGR soldiers requesting entry onto Title 10 status, AR 40-501, Chapter 3 (retention) physical is acceptable. If the physical is older than twelve months, a current AMC is required.

(3) Soldier must be able to complete at least five years on active duty prior to completing 18 years of active federal service or reaching the mandatory removal date from active status based on age or service. This does not apply to Title 32 AGR soldiers.

(4) Must possess a valid security clearance as required for the AGR duty position.

(5) Active Duty and USAR applicants **must** have a Letter of Intent included with their applications. The Letter of Intent reflects an individual's intent to join the Army National Guard within a specific state/territory and the intent of acceptance by that state/territory upon selection for a Title 10 AGR position.

b. The ARNG Staff Management Office (NGB-ARZ-T) will review requests for waiver as outlined in Table 2-2, AR 135-18, waivable disqualification's for entry in the AGR program. Requests for exception to policy for nonwaivable disqualification's as outlined in Table 2-3, AR 135-18 will not be considered and will be returned without action.

c. In addition to criteria listed in AR 135-18:

(1) Soldiers must have served a minimum of four years in the Army National Guard. Waivers will be considered by the SMO.

(2) Officers in the grade lower than Captain or Warrant Officer Two will not be accessed into the Title 10 AGR program, unless they have the specific and critical technical skills required. Captains should have a minimum of three years time-in-grade, have had a successful company command, and preferably have completed CAS3. Exceptions will be considered based solely on the requirement needs of the T10 program.

d. The initial Title 10 AGR tour length is three years, unless otherwise annotated on the tour announcement.

6. All applications must include the following:

NGB-ARZ-T

SUBJECT: (All States Log Number I01-0007) Title 10 Active Guard Reserve (AGR) Tour Announcements Application Procedures

- a. Letter of recommendation from the Adjutant General for officers and the State Command Sergeant Major for enlisted applicants.
- b. Letter of transmittal from State personnel officer including the following information:
 - (1) Level of security clearance, type of investigation and date completed, agency completing investigation and agency granting current clearance.
 - (2) Army National Guard current Retirement Point Accounting Statement (RPAS) (NGB Form 23A) attached to verify creditable Active Federal Service (AFS). RPAS Statement must be current within 12 months.
 - (3) Number of days lump sum leave paid to the applicant since February 1976.
 - (4) Application for Active Guard/Reserve (AGR) Position (NGB Form 34-1) with original signature and dated. The "Remarks Section" of reverse side of the form will include:
 - (a) A statement showing if the applicant is/is not now retired from civil service or qualified for such retirement.
 - (b) Signed statement by applicant stating: "With consent of the State Adjutant General, NGB may involuntarily reassign AGR personnel on a world- wide basis before the end of the active duty commitment in current AGR orders and that refusal of reassignment orders will cause removal from the program". Original signature is required immediately below this statement on NGB Form 34-1 (per AR 135-18).
 - (c) Copy of updated and verified Personnel Qualification Record (DA Form 2-1).
 - (d) Report of Medical Examination (Standard Form 88) & Report of Medical History (Standard Form 93). Original SF 88 and 93 must be submitted with application. Refer to paragraph 5 a (1) & (2).
 - (e) Recent digital photograph or full length photograph of applicant in Army Green uniform without headgear taken IAW Photographs for Military Personnel, AR 640-30.
 - (f) Copies of the four most recent evaluation reports. All evaluations must be complete and administratively correct. They must have been processed through the Personnel Services Center (PSC) for validation, (item "N" DA Form 67-9 and item "m" DA Form 2166-7).
 - (g) Copies of official college/university transcript.

NGB-ARZ-T

SUBJECT: (All States Log Number I01-0007) Title 10 Active Guard Reserve (AGR) Tour Announcements Application Procedures

(h) Copy of latest Physical Fitness Test Scorecard (DA Form 705) and copy of Body Fat Content Worksheet (DA Form 5500-R) attached, if applicable. Ensure DA Form 705 is complete, i.e. height and weight.

(i) Copies of service school Academic Evaluation Report (DA Form 1059) or school equivalency.

(j) Discharge Certificate (DD 214), if applicable.

(k) Letters of recommendation are not required, except as indicated in paragraph 6(a) (not to exceed three).

(l) Enlisted soldiers must include a copy of the current Oath of Extension of Enlistment or Reenlistment (DA Form 4836). ETS must be beyond initial ARNG Title 10 AGR tour ending date.

(m) Officers (M-Day / Technician): DA 1506, Statement of Service, with source documents, must be included with Title 10 AGR Tour Application.

(n) Copy of DD Form 1172: Defense Eligibility Enrollment Form (DEERS) or required dependent documentation (Marriage Certificate, Birth Certificates (all dependents), Exceptional Family Member (EFMP) Program documentation).

(o) Biographical Sketch IAW with NGR 600-100 (Officer), NGR 600-101 (Warrant) and NGR 600-200 (Enlisted).

c. State/Territory HQ will screen applications for accuracy and completeness, then send them directly to National Guard Bureau, Staff Management Office, ATTN: NGB-ARZ-T, 1411 Jefferson Davis Highway, Suite P1200, Arlington, VA 22202-3231. Incomplete ARNG applications may be returned to the State Human Resource Office (HRO).

d. It is our recommendation soldier retain a copy of the complete application packet. Applications should not be placed in document protectors and/or binders.

e. Upon selection to fill a Title 10 AGR position, a statement of service for computation of Length of Service for pay Purposes (DA Form 1506) will be required before final entry on active duty.

NGB-ARZ-T

SUBJECT: (All States Log Number I01-0007) Title 10 Active Guard Reserve (AGR) Tour Announcements Application Procedures

7. Title 10 AGR soldiers may also apply for announced positions by submitting the documents through their chain of command:

a. A Request for Personnel Action (DA 4187) request consideration for Announcement Number and title as applicable. Include current assigned organization, position title, TDA para/line and assignment date, Mandatory Release Date (MRD) and Basic Active Service Date (BASD) should also be included on the DA 4187.

b. Copies of the four most recent evaluation reports. All evaluations must be complete and administratively correct. They must have been processed through Personnel Services Center (PSC) for validation, (item "N" DA Form 67-9 and item "m" DA Form 2166-7).

c. Copy of latest Physical Fitness Test Scorecard (DA Form 705) and copy of Body Fat Content Worksheet (DA Form 5500-R) attached, if applicable. Ensure DA Form 705 is complete, i.e. height and weight.

d. Recent digital photograph or full length photograph of applicant in Army Green uniform without headgear taken IAW Photographs for Military Personnel, AR 640-30.

e. Provide or ensure current Biographical Record Brief (BRB) and physical on file at NGB-ARZ-T.

8. General.

a. Soldiers **will not** make plans to enter the ARNG Title 10 AGR Program until the **ARNG Staff Management Office** notifies the state/territory headquarters and the soldier of approval and coordinates a tour start date. Permanent change of station (PCS) costs cannot be paid without an official order at the time of PCS.

b. The Staff Management Office **will not** be responsible for applications sent through any other channels or to any person(s) or office other than to personnel in Staff Management Office. Soldiers will be notified of applications missing documents and will be given fifteen working days to submit missing documents. Incomplete applications may be returned to the State HRO.

c. Applications received with postage funded by the US Government for "personal" mail will be destroyed. Applications received with (TAG, MILPO, etc.) endorsements are authorized US Government funded postage. Use of US Government funded overnight or express mail is not authorized.

NGB-ARZ-T

SUBJECT: (All States Log Number I01-0007) Title 10 Active Guard Reserve (AGR) Tour Announcements Application Procedures

9. Specific tour position announcements with detailed duty description and prerequisites are published in Title 10 Tour Announcements located on the ARNG Home page, <http://www.arng.ngb.army.mil>

10. Point of contact is COL Brarry A. Cox, Chief, Staff Management Office, DSN: 327-1299. Specific questions can be addressed to:

a. Chief, Boards Branch, ATTN: CW3 Ed Rose, DSN 327-1422, or 703-607-1422, E-mail: walter.rose@ngb.army.mil.

b. Questions relating to applications and physicals, contact SFC McDonald, DSN 327-1417, or 703-607-1417, E-mail: sandra.mcdonald@ngb.army.mil.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

/S/
BRARRY A. COX
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